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	MEMORANDUM FOR:	Director of Logistics			
	THROUGH:	Chief, Evaluations and Plans Staff DDO/Space Management Officer Deputy Director for Operations			
25 X 1	FROM:	Chief, Near East and South Asia Division			
25X1	SUBJECT:	Renovation of the Facility, Room 6 C 19, Headquarters			
25 X 1	REFERENCE:				
	performed in Roo ing.	Requested: Your approval for renovations to be om 6C19 of the original Headquarters build-			
25X1	2. Background: In the past year, the number of personnel assigned to Near East Division has nearly doubled. This increase has resulted in a tightening of work space per individual and a degradation of working conditions. Renovations are needed to modify and improve existing work space to better the working environment.				
25X1	2 The gos	t of this renovation is based on			
25X1	3. The cost of this renovation is based on estimates submitted by FMD/OL is ready to start renovations as soon as project is approved.				
25 X 1	4. <u>Recomme</u> quest be approv work productivi	ndation: NE Division recommends that this re- ed, as the improved environment will increase ty in			
25 X 1	•				
25X1					
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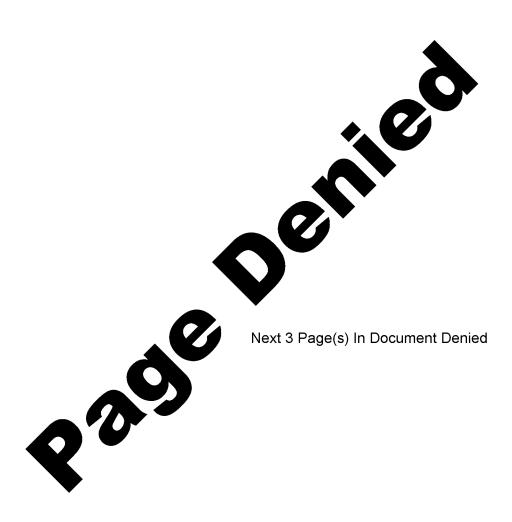
S E C R E T

25X1	SUBJECT: Renovation of the Room 6 C 19, Headquarters	Facility,
	CONCUR:	
25 X 1	Chief why luntan and Hiang Statt	Date
25 X 1	Chief, Evaluation and Plans Starr	bacc
25 X 1	DDO/Space Management VIIIcer	Date
	peputy Director for Operations	Date Date
	APPROVED:	
25 X 1		29 Jul 1988 Date
	Director of Logistics	Date

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1 1 APP 1986

MEMORANDUM FOR	R: DO Division and Staff Chiefs
INFO:	DO Support Chiefs
FROM:	Chief, Evaluation & Plans Staff

1. The Deputy Director for Administration (DDA) has placed a moratorium on repairs and renovations beyond the bare necessities as a result of Agency budget reductions during In addition, due to budget constraints, the DDA has discontinued funding repairs and renovations amounting to \$5,000 or less in space occupied by other directorates in the Headquarters building and outlying buildings in the Washington metropolitan area normally funded by the Directorate of Administration.

Repairs and Renovations

- The Executive Director has asked all Directorates to follow suit. In keeping with this request and the tight money situation in the DO, only repairs and renovations to meet bare necessities will be undertaken and will require the prior approval of the DDO. Requests for approval with supporting justification should be forwarded to the DDO via Chief, Evaluation and Plans Staff.
- The Deputy Director for Administration has also placed a freeze on the movement and modification of telephone and data terminal lines and equipment, including installation of the new non-secure telephone system. Exceptions to this freeze may be approved only by the Director, Office of Information Technology. Requests for exceptions originating from DO components should be addressed to Director, Office of Information Technology via Chief, Evaluation & /Plans Staff.

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SUBJECT:

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6 March 1986

MEMORANDUM FOR:

Deputy Director for Administration Deputy Director for Intelligence

Deputy Director for Operations

Deputy Director for Science and Technology

FROM:

James H. Taylor Executive Director

SUBJECT:

Repairs and Renovations

The Deputy Director for Administration has brought to my attention a moratorium that he has declared on repairs and renovations beyond the bare necessities in his directorate. moratorium applies to planned renovations at Headquarters, as well as those for the outlying buildings. Due to budget constraints, the Directorate of Administration (DA) will not undertake any renovations amounting to \$5,000 or less for the remainder of FY 1986 normally funded by the DA. In order to maintain consistency throughout the Agency and a sense of fairness to all Agency. personnel, you are requested to curtail all renovation projects funded by your directorate for the remainder of the fiscal year. Any renovation projects which must be undertaken under these dire circumstances should only include the minimum essentials, i.e., installation of phones, power, and necessary terminal hookups.

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James H. Taylor

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